

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION
SUPERIOR COURT**

CLASS TITLE: COURT FISCAL MANAGER
DEPARTMENT: SUPERIOR COURT
REPORTS TO: COURT EXECUTIVE OFFICER

CLASS CODE: 875236
FLSA STATUS: E
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Manages staff and performs complex, professional level fiscal, accounting and collection work involving analyzing and preparing the budget, monitoring and distributing court revenues and performing other court-related operational duties.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Prepares budgets, including: calculating estimated payroll, expenditures and revenue; reviewing budgets; monitoring spending; and making corrections.

Prepares complex, routine and non-routine financial reports utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; completes surveys; and relays and interprets administrative decisions, policies and instructions.

Develops, communicates, and monitors policies, procedures, and standards for the department; recommends improvement when necessary.

Processes and maintains all confidential personnel records and payroll information for the department/unit, including generating personnel transactions, setting up interviews, maintaining filing system, applying approval, etc.

Reviews new legislation applicable to the work and updates changes in the computer system related to same.

Oversees various financial functions, to include: monitoring cash receipts, distribution and deposit; supervising accounts payable input and claims processes and affixing final approvals; monitoring the financial distribution of fines and fees to the State, County and local agencies; and overseeing supply and equipment procurement.

Reconciles special funds and bills and maintains records for programs.

Maintains, coordinates and supervises the preparation of all department inventories.

Serves as liaison for support services including planning computer upgrades, coordinating maintenance needs, ordering furniture, requesting telephone lines and locations, etc.

Plans, organizes, assigns, reviews, and controls work production and activities, to include procedural memos development, allocation of resources, problem resolution, and training of employees.

Assists the department director in the daily operations and administration of the business functions of the court.

Assists the department director and/or program managers in various administrative functions.

Monitors productivity/work flow and resolves problems to ensure deadlines are met.

Maintains and upgrades knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs special assignments as requested, to include researching and preparing reports and projects and developing and implementing programs.

Researches and corrects errors.

Enters and retrieves information from a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Prepares memorandums, letters and reports in final form from rough drafts and notes.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.

Acts as superior, in his/her absence, for temporary period of time.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Typewriter	General Office Equipment	Computer
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Accounting, Finance or a related field; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative principles and practices including goal-setting and implementation.

Administration of staff and activities either directly or through subordinate supervision.

Generally accepted accounting principles as applied to governmental accounting.

Governmental financial operations.

Financial report and statement preparation.

Computer applications related to the work.

Record keeping, report preparation, filing methods and records management techniques.

Methods and techniques of research, statistical analysis and report presentation.

Human resources policies and practices.

Skill in:

Planning, organizing, assigning, directing, evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Researching, compiling, interpreting and summarizing a variety of informational and statistical data and materials.

Communicating clearly and effectively, orally and in writing.

Using spreadsheet and word processing software.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to analyze and evaluate accounting problems and use independent judgment regarding technical accounting problems.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively orally and in writing.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.